



Communications and Information

AIR FORCE JUNIOR ROTC (AFJROTC) COMMUNICATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AFOATS/SC (Maj Robert V. Goerke)
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This instruction applies to Headquarters Air Force Officer Accession and Training Schools (HQ AFOATS) and Air Force Junior ROTC (AFJROTC) units. It describes AFJROTC electronic communications and prescribes policies and procedures for its conduct. It implements and complements AFI 33-129, *Transmission of Information via the Internet*, and AFI 33-119, *Electronic Mail (E-mail) Management and Use*.

SUMMARY OF REVISIONS

Adds title of AFOATSI 33-1001; clarifies AFROTC to AFOATS, modifies office symbols throughout instruction; replaces area manager role with AFOATS/JRO (2); replaces America Online (AOL) with Cyber Campus II throughout; deletes 3.1.2., 3.1.3., 3.1.4., 3.1.7., and 3.1.8.; removes AOL addressing guidelines from 3.2.; deletes Chat Rooms (3.3.); changes Bulletin Boards to Message Boards (3.5.); adds reference to Cyber Campus II User's Guide (3.4.1.); deletes automatic sign-on restriction (3.6.1.2.); deletes password selection guidance (3.6.1.3.); combines 3.6.2.1. with 2.6.2. for cadet pay (3.5.2.); eliminates 3.6.2.2., 3.6.2.2.1., 3.6.2.2.2., 3.6.2.2.3., and 3.6.2.2.4.; adds reference to Cyber Campus II user's guide (3.6.1.); eliminates 3.7.

1. Responsibilities:

1.1. The Director, Support Directorate, establishes policies and procedures governing all facets of AFJROTC electronic communications.

1.2. The Chief, Communications and Information Division (AFOATS/SC):

1.2.1. Recommends electronic communications procedures, methods, and techniques.

1.2.2. Oversees compliance with electronic communications policies.

1.3. The Director, Junior ROTC Directorate (HQ AFOATS/JR):

1.3.1. Establishes the philosophy, policies, and objectives of the AFJROTC electronic communications program.

1.3.2. Prescribes program content and guides its implementation.

2. Waiver Requests. AFOATS/SC grants waivers to this instruction, unless otherwise specified. When a waiver is required from AFOATS/SC, submit the request through AFOATS/JRO. Reference the paragraph in the instruction for which a waiver is requested and accurately describe the event/request in detail.

3. Policy. The AFJROTC electronic communications program is established to ensure maximum availability of AFJROTC electronic communications medium at acceptable risk levels for AFOATS/JR staff, AFJROTC instructors and cadets. AFI 33-129, *Transmission of Information via the Internet*, applies to Air Force military and civilian personnel. Unless otherwise amended by this instruction, the provisions of AFI 33-129 will be complied with by AFJROTC instructors and cadets. Failure to comply with the prohibitions and mandatory provisions of AFI 33-129 and this Instruction by active duty military personnel is a violation of Article 92, Uniform Code of Military Justice. Failure to comply with the prohibitions and mandatory provisions of AFI 33-129 and this Instruction by civilian employees may result in administrative disciplinary action. Failure to comply with the prohibitions and mandatory provisions of AFI 33-129 and this Instruction by AFJROTC instructors and cadets could result in termination of their Air Force provided electronic communications access and administrative action against instructors under school rules or AFOATSI 36-2001, *Junior Reserve Officer Training Corps*.

3.1. General Policy. Comply with Air Force policy when using AFJROTC electronic communications capabilities (Cyber Campus II and Junior Unit Management System (JUMS)). Nothing in this instruction excuses instructors or cadets from complying with school district policies on the use of computer resources, e-mail, and the Internet. AFOATS/JR expects instructors and cadets to be familiar with and follow such policies. Conflicts between this instruction and local school policy should be brought to the attention of AFOATS/JRO.

3.1.1. Only Active Duty or Civilian AFOATS personnel and AFJROTC instructors are allowed unsupervised access to Cyber Campus II and JUMS. Enrolled AFJROTC cadets may be granted access only under direct supervision of AFJROTC instructors.

3.1.2. Cyber Campus II e-mail accounts are not for personal or commercial financial gain. The account is provided for official and authorized government business use only. This does not preclude use of the account to discuss potential unit fundraisers between users or research by an instructor or cadet in support of the AFJROTC classes.

3.1.3. Instructors **MUST DIRECTLY SUPERVISE** all cadets' access to the internet or Cyber Campus II. This means the instructor must be in the immediate vicinity and monitor cadet usage while the cadet is connected to the internet or Cyber Campus II.

3.1.4. No offensive or obscene material, copyrighted material (unless permission has been obtained from the copyright holder), or privacy act data will be stored, processed, displayed, sent, or otherwise transmitted.

3.1.5. Cyber Campus II accounts may be accessed from personal computers by AFOATS staff and AFJROTC instructors, strictly for official business. If used in this way, ensure unauthorized personnel DO NOT use the account. Cadets may not access the account from personal computers.

3.2. Electronic Mail (e-mail). Cyber Campus II e-mail capability will be used for official communications only. All unofficial or personal communications are prohibited. Cadets MUST BE MONITORED, AND THEIR E-MAILS REVIEWED BY AN INSTRUCTOR when using e-mail for official communications.

3.3. File Transfer (Download/Upload).

3.3.1. Files may be downloaded from established library areas inside the Cyber Campus II. Do not download files from other areas unless you ensure they are virus free and do not violate copyright protections.

3.3.2. Units may only upload files to the Cyber Campus II Library and Unit Crossfeed Library only. Ensure the documents are virus free and do not violate copyright protections.

3.4. Message Boards.

3.4.1. Refer to the Cyber Campus II Users Guide (in the Cyber Campus II library) for directions on posting messages to the Cyber Campus II message board.

3.4.2. For message or bulletin boards outside Cyber Campus II, do not post unit addresses or phone numbers in messages on message boards outside the Cyber Campus II. Request an e-mail address to send such information direct.

3.4.3. Active duty and civilian AFOATS personnel will not post messages to open message boards that belong to the units. AFJROTC instructors and cadets must not post messages as a representative of the Air Force.

3.5. Security. Take appropriate measures to ensure the security of Cyber Campus II accounts.

3.5.1. Passwords.

3.5.1.1. Do not give out a password. HQ AFOATS will not ask you to reveal your password.

3.5.1.2. Change the password at least every 6 months.

3.5.1.3. Change the account password whenever anyone who knows the password departs (i.e. an instructor or AFOATS personnel).

3.5.1.4. Do not write down the password and leave in an accessible location.

3.5.1.5. Do not allow unauthorized personnel access to your password.

3.5.2. Cadet Use. Cadets may only access Cyber Campus II and JUMS under the direct supervision of an instructor. The instructor shall assign a user ID and password for cadets to access the JUMS module in Cyber Campus II and ensure the system is logged off at the end of the session.

3.6. Internet Access.

3.6.1. Users must ensure that inappropriate materials and sites on the Internet are not accessed using Air Force or government computers. Ensure compliance with the provisions of para. 3.1.2., AFI 33-129. The Cyber Campus II users guide also provides non-regulatory guidance.

3.6.2. Unofficial (non-government sponsored) Home or Web pages are the responsibility of host school officials.

3.6.3. The unit's unofficial web site will contain the following disclaimer, placed in a prominent location on the page: "The information and opinions contained in this Internet site do not reflect the official policy or position of AFOATS, the US Air Force, or the U.S. Government. Consult government publications or Internet sites for official information."

3.6.4. Official Air Force Home Pages/Web Sites will not provide links to unofficial unit home pages.

3.6.5. The unit will ensure they fully comply with all school and school district policies on home page construction, maintenance, and use; as well as access to the Internet by students.

3.6.6. Absolutely no Air Force or government resources will be used to host unofficial home page/web sites.

GREG C. WINN, Colonel, USAF
Director, Support Directorate

Attachment:
Glossary of References and Supporting Information

Attachment 1
GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Article 92, *Uniform Code of Military Justice*

AFI 33-119, *Electronic Mail (e-mail) Management and Use*

AFI 33-129, *Transmission of Information via the Internet*

AFOATSI 36-2001, *Air Force Junior Reserve Officer Training Corps*

Abbreviations and Acronyms

AFJROTC Air Force Junior Reserve Officer Training Corps

AFOATS Air Force Officer Accession and Training Schools

E-mail Electronic Mail

JUMS Junior Unit Management System